



Williamson County, Tennessee  
**Community Development**  
1320 West Main Street - Suite 400  
Franklin, Tennessee 37064  
Voice: 615.790-5725 Fax: 615.591-8531  
[www.williamsoncounty-tn.gov](http://www.williamsoncounty-tn.gov)

## So you want a Conditional Use Permit?

### *What is a Conditional Use?*

Conditional uses are those uses which have some special impact or uniqueness. Therefore, they require additional scrutiny to determine whether or not they should be permitted at a particular location.

### *What types of uses are considered Conditional Uses?*

A variety of uses are considered conditional uses in some or all zoning districts. A case-by-case review will always be necessary to determine whether a particular use is a conditional use at a given location.

### *Why do I need a permit for a Conditional Use?*

The appropriateness of a particular conditional use differs from site to site. For this reason, a review of the location, design, configuration, and impact is necessary. These reviews compare whether the proposed use should be permitted by weighing the public need for, and benefit to be derived from, the use against the local impact it may cause.

### *Who approves/ issues a Conditional Use permit?*

Conditional uses require approval by the Williamson County Regional Planning Commission, accompanied by a public hearing as well as Site Plan approval. The Planning Commission meets at 7:00 p.m., the 2<sup>nd</sup> Thursday of each month in the Auditorium at 1320 West Main Street, Franklin, TN.

### *How long does the Conditional Use process take?*

The length of time varies, and depends on the applicant and how quickly she/he returns all the necessary information to Staff. Once a completed application has been received, the process typically takes no longer than 1 month to be heard by the Planning Commission.

### *What is the process for applying for a Conditional Use permit?*

If Staff has determined that a use meets the criteria for a Conditional Use permit, an application will need to be submitted to the Planning Staff.

### *What is included in the application?*

- A Zoning Certificate (detailing the requested use);
- A Letter of Intent;
- A Site Plan (The applicant will be given a "Simplified Site Plan Checklist" which details all of the requirements. All items on the checklist will need to be submitted with the Site Plan); and
- Any additional information determined necessary to review the proposed use.

### *When will I know if my permit has been approved or denied?*

Typically, the Planning Commission will take action at the same meeting that the public hearing occurs.



Williamson County, Tennessee  
**Community Development**  
1320 West Main Street - Suite 400  
Franklin, Tennessee 37064  
Voice: 615.790-5725 Fax: 615.591-8531  
[www.williamsoncounty-tn.gov](http://www.williamsoncounty-tn.gov)

*What happens after the Planning Commission approves my Conditional Use permit?*

Once you have received Planning Commission approval, you will receive two documents: an Action form and an Affidavit of Compliance. The Action form documents your approval and will need to be placed with other documents of importance. The Affidavit of Compliance outlines any conditions associated with the approval. You must sign this Affidavit in front of a Notary and return it to our office as soon as possible.

If you have indicated you will not build a new building, remodel an existing building or make an addition, all you will need to return is the Affidavit of Compliance to our office.

If you have indicated you will build a new building, remodel an existing building or make an addition, you must obtain a building permit and the following apply.

*How do I obtain a building permit?*

Your request for a building permit will be reviewed through the Plans Review process; where all departments, i.e. Codes Compliance, Engineering, Building Codes, Sewage Disposal Management, and Planning, review and approve the application. Once approved, the application will be sent to Building Codes where the permit will be issued. This usually takes between three (3) to seven (7) days. If you have any questions regarding the building permit, please call Building Codes at 615.790.5718.

*What materials do I submit for Plans Review?*

- A new Zoning Certificate for the new building/remodel/addition;
- A Site Plan (which we will take from your Conditional Use permit file);
- A Floor Plan of the building/remodel/addition; and
- Approval from the Department of Sewage Disposal Management

*How long do I have after Planning Commission approval to begin construction/renovations?*

The site plan that was approved with your Conditional Use permit is valid for six (6) months.

*What happens if the Planning Commission denies my Conditional Use permit?*

If you were not operating a business, there is nothing to do.

If you were found to be in violation, i.e. cited by the Williamson County Codes Compliance Department, you will need to cease operations immediately. You will be contacted by the Codes Compliance regarding a timeline for ceasing operations.